

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED0147160
POSITION NO: 241050
CLASS CODE: 3410

Date Posted: 11/05/12
Closing Date: 11/19/12

POSITION TITLE: SENIOR APPRAISER
DEPARTMENT NAME: Real Estate
DEPARTMENT NO: 14 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: Mon - Fri POSITION TYPE: Permanent: ☒ GRADE: R64A
Hours: 8:00am-5:00pm Temporary: ☐ SALARY: \$ 38,084.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Oversee the appraisals within the Real Estate Department; prepare appraisal reports requiring considerable independent judgment, using full range of appraising, techniques, principles, methods, and procedures; review appraisal requests for completeness; ensure complete documentations are attached such as chapter resolution, proper consents by land users, and land survey as normally required for initiating and doing appraisal; make field and site appraisal reports of proposed property to determine market/property value for potential high and best use; work with appropriate delegated officials if relocation of land users is necessary; use camera or video for review to determine value of each property; negotiate with land user for compensation; research titles, but not limited to, site inspections, gathering records as part of the appraisal process; record and maintain file of property data of each request and appraisal conducted; research and analyze economic data collected on each property to determine proper fair market value; research appropriate county, state, federal, and the Navajo Nation records for comparison to arrive at the best fair market value of each property; conduct analysis of land topography, legal description, land use plan, soil and site analysis; verify and compare documented records with physical description through field inspection, video, camera, and GPS; maintain complete record of available pertinent data with analysis and interpretation on continued basis; coordinate with respective program, chapters, authorized chapters, township(s), and other non-profit and for-profit entities on land survey, archaeological clearances, environmental assessment, environmental impact statement report to conduct complete independent appraisal; maintain professional standard for compliance with applicable Navajo laws, state and federal regulations; conduct presentation and respond to public reports as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Business Administration, Marketing, Finance, or a related field; or an equivalent combination of education, training, and experience which provide the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.).***

Special Knowledge, Skills and Abilities:

Knowledge of policies, procedures, methods, laws, rules, and regulations of appraisal systems; implications of economic and sociological trends on land development and community planning. Skill in researching, collecting, analyzing, and drawing conclusions from trends and data.

License/Certification Requirements:

PREFERRED: Valid State Driver's License for Tribal vehicle usage and Certified General Appraiser

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99